

Management & Behavioral Skills for New Employees

Date	Venues	(\$)Fees	Book your seat
28 Dec -01 Jan 2026	Singapore	3499	Register Now

Course Overview

Training and development provide competitive advantage for organizations, and build skills, motivation and morale in staff. This 5-day training course covers you tools, tips and techniques to ensure that the training & development function can strategically manage training and development, link training and development to the company's key objectives, prioritize training and development activities, and get the best return on investment in training and development

Course Objective

- Make a strategic contribution to the training department
- Lead the training function using a strategic approach
- Implement a framework for planning and organizing the training function.
- Identify training needs.
- Identify the key activities needed to manage training staff to ensure his best performance
- Apply the course content to improve the organization's focus and current operation of his department.
- Assess the effectiveness of the training function.
- Measure and evaluating the return on the training investment

Who Should Attend?

HR Managers, training Managers, organisation development practitioners, and human resource development managers

Course Outline

- The strategic role of the training manager
- Training manager and coach and mentor
- Managing a training and development department
- Key elements of the training policy
- Empowerment & involving managers
- Identification of training needs
- Career development
- Approaches and types of training: when and how to implement each.
- Assessing internal and external training resources.
- Finance and budgets
- Performance management
- Writing a business development plan for the department / mission statements
- Personal issues driving forward change

Training Methodology

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Games & Role plays